



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VOC REHAB COUNSELOR CERTIFIED II

Job Number: 20001047

Job Code: 47270V161016

Job Group: 4700 - VOCATIONAL REHABILITATION

Job Established: 08/16/2005

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

As a Certified Rehabilitation Counselor (CRC) demonstrates expert level proficiency in the planning, coordinating and implementing of services in rehabilitation counseling and caseload management oversight for persons with disabilities seeking gainful employment. Functions autonomously as a vocational rehabilitation counselor expert to insure consumers receive appropriate guidance in highly specialized rehabilitation areas. Performs technical rehabilitation administrative functions and/or acts as the manager in the absence of the Vocational Rehabilitation Branch Manager; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

Must have three years professional experience in rehabilitation counseling.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must hold certification as a Certified Rehabilitation Counselor (CRC) as administered by the Commission of Rehabilitation Counselor Certification. www.crccertification.com Must maintain any required licensure(s), certification(s), or other credentials

for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs case management activities including developing and monitoring individualized programs, counseling, consumers, and providing documentation on all related activities. Defines program goals, objectives, accomplishments and problem areas. Evaluates the needs of individuals with disabilities and the requirements of the environment to determine accommodations and/or specified services. Determines eligibility for vocational rehabilitation services. Approves rehabilitation plans and expenditures for new staff. In partnership with consumer, identifies and seek solutions to complex issues impacting employment. Orients, monitors, trains and mentors other counselor staff. Serves as lead counselor and provides administrative functions such as: represents agency on Board, Councils, Commissions locally and statewide, conducts team management meetings, plans and arranges training for team members, promotes staff skill building and provides input on policy and procedure changes. Implements various services for individuals with severe disabilities and identifies comparable benefits. Conducts quality assurance/analysis, monitors affirmative action relating to individuals with disabilities and conducts program evaluation. Monitors programs for individuals with learning disabilities and conducts program planning and staff development. Coordinates inter-agency activities and develops new programs for individuals with disabilities. Liaison with Workforce Investment Board, Social Security Administration and other governmental organizations.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in an office setting. Occasional travel will be required to coordinate services between customers and the agency.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.